

**Navajo DOT Partnership Relaunch Meeting**  
**Navajo Transportation Complex**

October 9, 2012



**MEETING NOTES**

On Oct. 9, 2012, 26 partners convened in the ADOT Flagstaff District training facility to participate in the first Navajo Division of Transportation Partnership steering committee meeting. The planning committee included representatives from Navajo DOT, ADOT- Flagstaff and Holbrook Districts, ADOT-MPD, ADOT- Communications and Office of Partnering, ADOT-ROW, and FHWA. ADOT Communications provided the facilitator, Joy Keller-Weidman with Holon Consulting; and Michelle Fink, ADOT- Communications: Office of Partnering coordinated the planning committee, co-facilitated the steering committee meeting, produced the meeting packets and recorded the meeting notes.

***Participants representing the following partners' groups attended the steering committee meeting: Navajo DOT; ADOT-MPD; ADOT- Districts (Holbrook & Flagstaff); ADOT- Communications; ADOT- Environmental Planning; ADOT ROW; FHWA: Arizona Division; BIA: Hopi Tribe, Navajo Region and Fort Defiance; Navajo County; and Coconino County.***

The attached Steering Committee roster contains detailed partners' contact information.

**Agenda Items & Highlights**

TOPIC	DETAILS
<b>OPENING PRAYER</b>	<ul style="list-style-type: none"> <li>◆ Norm Cody opened the meeting with the morning prayer</li> </ul>

TOPIC	DETAILS
<b>MEETING KICK OFF</b>	<p>Introductions by Arlando Teller, Navajo DOT</p> <ul style="list-style-type: none"> <li>◆ Darryl Bradley, PE</li> <li>◆ Tomacita Woodie</li> <li>◆ Looking forward to Partnering with ADOT, BIA, FHWA, Coconino County to open a constructive dialogue.</li> </ul> <p>Don Sneed, ADOT-MPD</p> <ul style="list-style-type: none"> <li>◆ Has worked for 14 years as an ADOT Transportation Planner and Tribal Liaison</li> <li>◆ Brief history of the Navajo Partnership:               <ul style="list-style-type: none"> <li>◆ The formal Partnership started in 2004 with a request made during the Governors Tribal Summit on Transportation</li> <li>◆ Mark Maryboy made the request of the Governor to</li> </ul> </li> </ul>

	<p>establish the partnership with ADOT</p> <ul style="list-style-type: none"> <li>◆ The Partnership Kick off Meeting was held at the Little America Hotel in Flagstaff. There was good representation and interest from all the stakeholders who were invited.</li> <li>◆ The Steering Committee established task teams – Focus areas included ROW, intergovernmental processes, website development, environmental, and emergency response</li> <li>◆ Last year the Navajo DOT contacted Misty Klann with acknowledgement to re-energize the partnership in 2012</li> <li>◆ A Partnership Relaunch Meeting was held in June 2012 with attendance and support from the new Navajo Nation leadership</li> <li>◆ On behalf of ADOT-MPD Don encourage everyone to make a commitment to the Partnership and fully participate on the new task teams to make it work. He recommended that all participants take ownership of the partnership to accomplish the goals set by the team.</li> </ul>
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<b>TOPIC: MEETING OVERVIEW</b>
<p><u>MEETING OUTCOMES:</u></p> <ul style="list-style-type: none"> <li>• Narrow focus of criteria for success</li> <li>• Identify key goals to achieve progress in one year; and identify task teams to support those goals.</li> <li>• Ask &amp; answer organizational structure &amp; process questions re: each partner group.</li> <li>• Focus on measurable action items.</li> <li>• Consider location and dates of annual meeting and future steering committee meetings.</li> <li>• Examine cost of meetings and latest technology.</li> </ul>

TOPIC
<b>STEERING COMMITTEE'S INTRODUCTIONS</b>

PARTNER GROUP	STEERING COMMITTEE MEMBERS
<b>Navajo DOT</b>	Darryl Bradley, PE thank everyone for attending Arlando Teller, NDOT Airports and Senior Planner Tomacita Woody, Sr. Program Manager
<b>ADOT -DISTRICTS -Flagstaff</b>	Audra Merrick, Flagstaff District, coordination of projects and encouragement permits Chuck Gillick, Flagstaff District Acting DE

-MPD -Communications -ADOT Office of Environmental Compliance -Holbrook District -Office of Partnering	Myra Rothman, Flagstaff District, ROW to obtain access to tribal lands in Flagstaff and Holbrook district  Don Sneed – Senior Planner/Tribal Liaison Misty Klann, Tribal Planner/Liaison Rod Wigman, CRO, Holbrook District, provides information on ADOT construction projects Mackenzie Kirby, CRO for Flagstaff District Chuck Howe, Environmental  Kee Yazzie, Project Development Specialist  Michelle Fink, Partnering Office, Tribal Facilitator
<b>BIA ( Navajo Region)</b> <b>BIA (Western Region)</b>	Calvin Castillo, Fort Defiance Manager, involved for 5 years and supports the partnership Harold Riley, Acting NRDOT Manager Corwyn Henry, Structured Engineer
<b>FHWA</b>	Romare Truely, Community Planner
<b>Navajo County</b>	Jesse Thompson, Board of Supervisor District II Norman Cody – Senior Engineer Alberto Peshlakai – Transportation Manager
<b>Coconino County</b>	Tim Dalegowski – Transportation Planner and funding
<b>Hopi Tribe</b>	Fred Shupla –Hopi Community Planner

TOPIC	DETAILS
<b>ROLE OF THE STEERING COMMITTEE</b>	Reviewed handout #3 Joy reviewed the role and responsibilities guidelines Be a partnership liaison and take relevant topic communications back to your managers

TOPIC	DETAILS
<b>NAVAJO DIVISION OF TRANSPORTATION PRESENTATION</b>	Navajo DOT PowerPoint – Arlando Teller and Tomacita Woodie  10/8/12 Strategic planning meeting at NDOT for the NDOT priorities plan for the next 5 years.  Navajo DOT green initiative, they will provide this presentation on the ATSP website. Vision: ❖ The Navajo Division of Transportation is committed to improving the quality of life throughout the Navajo Nation by maintaining or

- improving our transportation systems.
- ❖ With our limited resources, we will continue to strive towards our effort to do more with less.
- ❖ Our priorities for the future will focus on preserving and protecting our transportation assets

Mission: The Navajo Division of Transportation has the responsibility to plan, develop, operate, and sustain multimodal transportation services and programs to address the needs of the Navajo Nation.

3 branch priorities:

Navajo Nation Priorities	Navajo Division of Transportation
Priority #1 – Protect the Public Assets, Infrastructure and Natural Resources, and Enforcement (Public Safety) and Justice Services.	Navajo Nation has 12,000 miles of roads and 7 airports, while protecting the assets within it. Improve the response time for Public Safety and Emergency Services.
Priority #2 – Youth Enhancement, Education, and Culture/Language Preservation.	This affects the educational mandate of the No Child Left Behind Act. Maintaining school bus routes is Navajo DOT’s priority.
Priority #3 – Improve Organizational Productivity and Efficiency.	Implement and enforce our Strategic Plan.

Division Goals based on Strategic management Plan:

- ◆ Planning
- ◆ Partnership
- ◆ Technology
- ◆ Financial Improvement
- ◆ Safety Development
- ◆ Policy Development

Arlando Teller– these are the strategic plans (marching orders) for each department at Navajo DOT to follow in 2013.

Darryl Bradley – researching new funding from Washington

- ◆ Navajo DOT needs the support of the partnership to move ahead and be successful
- ◆ Rely on each other for resources, supplies and experience.
- ◆ 95 employees to cover the large area of Navajo Nation
- ◆ Work together on new priorities and goals

AHEHEE’ – thank you

TOPIC	DETAILS
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<b>PRESENTATION: PARTNERS' ORGANIZATION INFORMATION</b>	The committee reviewed the partnership directory, member by member and made suggestions and updates. See the attached excel spreadsheet for updates.  Need Coconino County update
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TOPIC	DETAILS
<b>PARTNERSHIP CHARTER</b>	Participants reviewed and made the following suggested changes: <ul style="list-style-type: none"> <li>◆ Change “Department of Transportation” to “Division”</li> <li>◆ Add Hopi Tribe to Partnership</li> <li>◆ Add Federal Lands to FHWA</li> <li>◆ Add BIA Western Region</li> <li>◆ In the mission statement, remove “develop” relationships and change to “maintain” relationships</li> <li>◆ Re: mission: Add “improve/construct-planning” activities</li> </ul>

TOPIC	DETAILS
<b>PARTNERSHIP DIRECTION/ FOCUS &amp; KEY GOALS</b>	<p>Discuss and combine topics from the list of 33 items from the June Navajo Partnership Relaunch kick off meeting. See the revised list of goals and the 5 outcome goals.</p> <p>Members rated and prioritized the goals and focus for the coming year and came up with five goals for 2012-2013.</p> <p>Planning Efforts: Includes all Partners in a collaborative effort.</p> <p>Goals were rearranged the by voting on the topics and goals.</p> <ol style="list-style-type: none"> <li>1. Road prioritization</li> <li>2. Partnership process</li> <li>3. Agreements</li> <li>4. Emergency response</li> <li>5. Approval process</li> </ol> <p><b><u>A. Priority Routes</u></b></p> <ol style="list-style-type: none"> <li>1. High volume routes/region</li> <li>2. School buss routes/region</li> <li>3. Low volume routes/region</li> <li>4. Community routes</li> </ol> <p><b><u>B. Criteria</u></b></p> <ul style="list-style-type: none"> <li>◆ Approval process</li> <li>◆ Agreements</li> <li>◆ Emergency response</li> <li>◆ Training &amp; education</li> <li>◆ Funding resources</li> <li>◆ Road standards</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Maintenance</li> <li>◆ Multimodal – modes of transportation</li> <li>◆ Public involvement</li> </ul> <p><b><u>C. End product</u></b></p> <ol style="list-style-type: none"> <li>1. Product evaluation</li> <li>2. Travel demand</li> <li>3. Corridor management plan</li> </ol> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>◆ Public involvement education to gather public input/needs</li> <li>◆ Multi-lingual brochure to explain the roads program to the public</li> <li>◆ Chapter involvement meetings – delegate works with their region, has ownership of input and sharing of materials and plans</li> <li>◆ Delegates need a forum for the constituency needs to be expressed</li> <li>◆ Information management of plan to advocate funding needs</li> </ul> <p>Other modes of transportation on Navajo Nation: Buses, vehicles, bikes, walking trails, horses Types of roads- paved, gravel, dirt, trails</p> <p>Develop a future road needs plan Assign funding allotment to each section of the road plan Transparency of agency to the traveling public</p>
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TOPIC	DETAILS
<b>Next Meeting Agenda items</b>	<ul style="list-style-type: none"> <li>◆ Review Issue Resolution levels and rules</li> <li>◆ Fill in PEP goal and subgoals and bring the draft to the meeting</li> <li>◆ Focus on first sub-goal of road prioritization program</li> <li>◆ Organize the task team(s)</li> <li>◆ Review the updated partnership directory</li> <li>◆ Discussion topic: Challenge= Safety Issues and Fatalities: How to make school bus routes safer that are part of the rural remote transportation system</li> <li>◆ Establish a 4-lane highway west of Ganado</li> </ul>

TOPIC	DETAILS
◆ <b>PEP</b>	◆ Set the subgoals on January 17

TOPIC	DETAILS
<b>ISSUE RESOLUTION</b>	◆ Update the Issue Resolution chart

TOPIC	DETAILS

<b>NEXT MEETING DATE, LOCATION &amp; AGENDA</b>	<ul style="list-style-type: none"> <li>◆ January 17 in Flagstaff Training room at 9:00</li> <li>◆ Consider having the April meeting at the Dilkon conference room</li> </ul>
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TOPIC	DETAILS
<b>CLOSING COMMENTS</b>	<ul style="list-style-type: none"> <li>◆ Well executed and beneficial to Navajo DOT and the Navajo people</li> <li>◆ Thank all the stakeholders for attending</li> <li>◆ Good representation at this meeting</li> <li>◆ We had a very full agenda and accomplished a lot today</li> <li>◆ Partnering will prevent gray hair</li> </ul>

**ACTION PLAN AND NEXT STEPS:**

Action	Responsible Person(s)	By when
Send updates to the Partnership Contact Directory to Michelle by Nov. 1, include Harold Riley for BIA input	All	11/1
Action	Responsible Person(s)	By when
Send meeting feedback forms to Michelle by October 15	Anyone that didn't submit one	10/15
Action	Responsible Person(s)	By when
Review the Navajo DOT road standards	Darryl and Arlando	Dec.1
Action	Responsible Person(s)	By when
Check with Mr. Chaco about the task teams for partnership focus for the road prioritization, (subgoals for routes) send to Michelle to distribute to the steering committee	Arlando Darryl	Nov. 16
Action	Responsible Person(s)	By when
Present charter to the RDC stakeholders and get signatures on charter, IR and guideline	Arlando	Nov. 1
Action	Responsible Person(s)	By when
Update and develop new charter and send to Arlando & Michelle	Joy	Oct. 15
Action	Responsible Person(s)	By when
Populate the PEP goal and subgoals and bring to the January meeting	Joy/Michelle	Jan. 17
Action	Responsible Person(s)	By when

Populate and update the Partnership directory and send to Michelle	All	As needed
<b>Action</b>	<b>Responsible Person(s)</b>	<b>By when</b>
Send Coconino org chart and contact information to Michelle	Tim D	Nov. 1

**MEETING FEEDBACK** (based on 13 feedback forms)

**1. How valuable was this partnership steering committee meeting for you?**

**Overall rating= 3.5 out of 4.0**

This meeting was not valuable 0.5    1.0    1.5	This meeting was somewhat valuable 2.0    2.5(1)	This meeting was valuable 3.0 (2)    3.5 (5)	This meeting was very valuable 4.0 (5)
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- ◆ Keep the Partnership going.
- ◆ Navajo DOT is taking the lead, that's good.

**2. What about this partnership steering committee meeting was most valuable to you?**

- ◆ Partnering/sharing answers & problems
- ◆ The open dialogue
- ◆ Meeting with the partner again
- ◆ Informing the Partnering of Navajo Nation Roads Strategic Plan and emphasis on Prioritization of Road
- ◆ Representation was good.
- ◆ Navajo Nation plan for rural transportation
- ◆ Learning what the priority focus of the partnership will be.
- ◆ Discussion revolving around the specific needs of the Navajo Nation
- ◆ Getting the commitment from each entity partner members and hopefully from their managers
- ◆ Open dialogue with key stakeholders.
- ◆ Opened eyes to other entities' problems
- ◆ Goals.
- ◆ Setting priorities
- ◆ Setting the 2013 goals together as a team, reviewing the partnership contact directory

**3. What would have improved the effectiveness of this partnership steering committee meeting?**

- ◆ Nothing
- ◆ Get to the action items sooner
- ◆ More time
- ◆ Nothing, the effectiveness was very good.
- ◆ Sticking to the agenda to ensure that everyone benefits and contribute to the meeting.
- ◆ New faces to push the ambitions of the new task teams
- ◆ Keep timely on task.
- ◆ Priority ranking was done somewhat awkwardly; could have been done more efficiently.

**4. How do you rate the effectiveness of the Facilitator(s) & Presenter(s)?**

**Overall rating= 3.6 out of 4.0**

Was not effective 0.5    1.0    1.5	Was somewhat effective 2.0            2.5	Was effective 3.0(2)    3.5(6)	Was very effective 4.0(5)
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- ◆ Great presentation and handouts!
- ◆ Thank you for herding the cats...

**5. How do you rate this partnership steering committee's potential for partnering?**

**Overall rating= 3.5 out of 4.0**

This partnership has no potential for partnering 0.5    1.0    1.5	This partnership team has some potential for partnering 2.0            2.5(2)	This partnership team has good potential for partnering 3.0    3.5(5)	This partnership team has very good potential for partnering 4.0(6)
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- ◆ Everyone was very attentive and offered great insight.
- ◆ Difficulty Navajo Nation is facing in terms of funding is not unlike other agencies. With funding as a barrier, it will be difficult to aid tribe.
- ◆ Excellent partnership
- ◆ It's a good team.
- ◆

**6. What other comments do you wish to offer?**

- ◆ Good job, glad to see the interest of steering committee to start work on the priority focus areas of the partnership
- ◆ It seems like we all have so much to do in our daily jobs that we don't have enough time to focus on what we need to do in the partnership, therefore we repeat things over and over again.
- ◆ Meeting discussions- thank you!
- ◆ Good job Joy.
- ◆ Having some information prior to the meeting might have made some parts of the session move more efficiently.
- ◆ Advocate using some casino \$ for road construction/maintenance. Roads are the foundation of economic development, education & emergency response.
- ◆ We're on our way to an important partnership that can make real progress for NDOT & Hopi.

**Next Navajo partnership meeting is January 17 at 9:00 in the ADOT Flagstaff Training Room.**